

VACANCY ANNOUNCEMENT

TRI MISSIONS VIENNA

ANNOUNCEMENT NUMBER: 15-28

OPEN TO: All Interested Candidates**

POSITION, GRADE: Commercial Specialist, FSN-10/FP-5 (steps 5 -14)

OPENING DATE: July 24, 2015

CLOSING DATE: August 17, 2015

WORK HOURS: Full-time

****ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCE PERMITS FOR EMPLOYMENT IN AUSTRIA TO BE ELIGIBLE FOR CONSIDERATION.**

The Tri Missions Vienna is seeking an individual for the position of **Commercial Specialist** in the **Commercial Service of the U.S. Embassy**.

BASIC FUNCTION OF POSITION

This position has three elements: Commercial Specialist (60%), E-Business Development (30%), and Export Control Officer (10%). The primary aim of the commercial specialist is to facilitate, promote, and increase U.S. exports of goods and services to the country of duty, the region, and worldwide. E-business development entails the conception, development, implementation and maintenance of online and social media tools for the country of duty, the region, and worldwide. The Export Control Officer is responsible for conducting investigations and making recommendations on the granting of export license requests within Austria, as well as disseminating information to inquiring firms in the German speaking countries

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of a university degree in marketing, business and/or economics.
2. Work Experience: Five years of progressively responsible experience in economic research, market research, marketing, trade promotion, sales, or

other closely related fields. The job holder must have knowledge and experience regarding working with international business practices.

3. Languages: English: Level 4 (fluency) is required
German: Level 4 (fluency) is required.
The job holder must be able to read as well as draft complex analytical research materials in both languages.
Language skills may be tested

4. Knowledge:

- Successful candidate must have or be able to obtain detailed knowledge and understanding of the mission of the U.S. Commercial Service as well as which products and services are to be offered to which clients.
- Detailed understanding of Austrian government, political system, economy, laws and regulations, business culture, etc., as well as a clear understanding of the structure and size of assigned industries, including the role of domestic production v. imports, distribution channels, price ranges, market size and major end-users. In addition, the specialist must be in possession of information about the political and regulatory environments.
- Detailed understanding of key aspects of the technical industries in which he/she will be working, including the vernacular in both languages, as well as the willingness and ability to build on this knowledge as required.
- Detailed knowledge of Export Administration Regulations. The incumbent must also be prepared to obtain basic knowledge of other export administration regimes as implemented by the Treasury and State departments.
- Good understanding of the internet, social media and its potential for export promotion.

5. Other skills:

- The job holder must be computer-savvy, able to effectively use common business applications including MS Word, Excel, Power Point, Lotus Notes, Photo Shop, etc. Computer skills may be tested
- The job holder must also be a "team player",

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a non-sensitive security certification.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174 UAE): form available under:
<http://www.state.gov/documents/organization/136408.pdf>,
- or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office, Tri Missions Vienna

Applications should be submitted through e-mail to this address:
vacanciesvie@state.gov

Subject line must be: **Your last name** and **Commercial Specialist, VA 15-28**
or your application may not be considered.

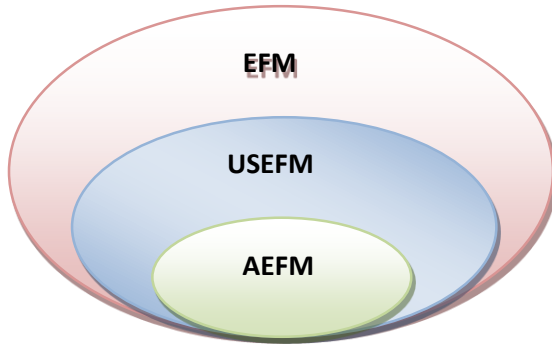
Please keep the auto-generated reply you receive in response to your application as acknowledgement/proof of receipt of your application.

CLOSING DATE FOR THIS POSITION: August 17, 2015

The U.S. Tri Missions Vienna provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number *Note: Does not apply for Non-U.S. Citizens*
- I. Eligibility to work in the country (*Yes or No*) *Note: Does not apply for USEFMs*
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills

R. Work Experience
S. References